

Report of the FTCP Conference Call of June 25, 2003

I. Agenda for the Call

1. Roll Call by Mr. West, FTCP Executive Secretary
2. Opening Remarks by Mr. Schepens, FTCP Chair
3. Update on FTCP Annual Plan Actions/DNFSB Commitments – Led by Mr. West
 - a. Status of FY2003 3rd Quarter Performance Indicator Report (Actions 1.0, 2.1 and 5.2) – Led by Mr. Wyka
 - b. Status of DNFSB Recommendation 2000-2 Commitment 18 Submittal and Draft Report on Workforce Analysis (Actions 3.1 and 5.3) – Led by Mr. Poe
 - Status on Workforce Analysis and Staffing Plan for Critical Positions
 - FTCP letter to DNFSB dtd March 28, 2003, stated that “the Department will provide an updated status on paths forward to fill the remaining gaps by September 2003”
 - c. Status on review/update of FAQs (Action 4.1) – Led by Mr. West
 - Discuss comments from DNFSB Staff on FAQs
 - d. Status of FTCP Manual Revision, including the SSO Chapter (Action 5.1) – Led by Mr. Swailes
 - e. Status of DNFSB Recommendation 2002-1, establishment of technical qualification requirements for Federal personnel with software QA evaluation duties/responsibilities – Led by Mr. Wyka (DNFSB IP Commitment 4.1.2)
 - f. Discuss DNFSB letters dtd June 12, 2003 re: DNSFB Recommendation 2000-2 (which included a requirement to brief the Board in 6-months) and the DOE QAIP.
4. Report of the Status of other Concerns, Issues, or Items from May – Led by Mr. West
 - a. Status on Actions from the May FTCP Face-to-Face meeting
 - b. Status on FTCP Agent Designation letters
 - c. Approval of May FTCP Face-to-Face Meeting Report
5. Call for any other New Business, Concerns, or Issues – Led by Mr. Schepens
 - a. Set date and time for next (July) conference call
6. Summary of Conference Call and Review of Action Items – Led by Mr. West

II. Results and Report of the Call

1. Roll Call: Mr. West, FTCP Executive Secretary conducted a roll call at 10:00 a.m. (EST). The majority of the sites were represented.
2. Opening Remarks: Mr. Poe, FTCP Vice Chairman opened the call.

3. Update on FTCP Actions/DNFSB Commitments:

- a. Status of FY2003 3rd Quarter Performance Indicator Report (Actions 1.0, 2.1, and 5.2): Mr. Compton (for Mr. Wyka) stated that the draft report has been sent out for review and comments are due by July 18, 2003. Mr. Blackwood pointed out that as of this quarter EH is 100%.
- b. Status of DNFSB Recommendation 2000-2 Commitment 18 Submittal and Draft Report on Workforce Analysis (Actions 3.1 and 5.3): Mr. Poe stated that he will be working with Mr. Compton to get the updated gaps information from the sites in accordance with the FTCP commitment in the March 28, 2003, letter to DNFSB to "provide an updated status on paths forward to fill the remaining gaps by September 2003". Mr. Poe stated that the staffing analysis input is coming in slowly, therefore, he will send out a reminder to the sites still needing to provide input.
- c. Status on update of FAQs: Mr. West stated that as of this date, 12 were approved, 10 in process (DNFSB has reviewed 9 of the 10), and 8 still need to be worked. He also stated that of the 8 that still need to be worked he continues to need points of contact for the 4 NNSA FAQs. The 4 FAQs are "Criticality Safety", "Civil/Structural Engineering", "Facility Maintenance Management", and "Nuclear Safety Systems".

There was also discussion regarding 4 key comments from DNFSB Staff on the FAQs. The comments are related to and provide potential replacement test for "applicability", "equivalencies", "evaluation requirements", and "implementation". Mr. Casey provided input and discussion that DNFSB Staff is trying to improve the level of rigor in the TQP.

Ms. Mellington asked for SME support in the area of Emergency Management in resolution of comments on the FAQs. Mr. Poe stated that Oak Ridge will provide her some support in this effort.

- d. Status of FTCP Manual Revision (Action 5.1): Mr. Casey stated that he had received comments from meetings with Mr. DeLoach, DNFSB Staff and is attempting to have the revised Manual available for Agent review by COB June 27, 2003. However, he still needs to get with Mr. Swales to further clarify certain comments. The overall intent of the Staff comments was to strengthen the SSO program with the inclusion of a written examination and further definition of safety management programs. Mr. Blackwood stated that Mr. Norm Schwartz had comments on Chapter 3, relating to the discussion on development of standards.

- e. Status of DNFSB Recommendation 2002-1, establishment of technical qualification requirements for Federal personnel with software QA evaluation duties/responsibilities (DNFSB IP Commitment 4.1.2): The SQA working group has completed their task and the report and draft FAQ was transmitted for Agent review/comment. Comments were requested by July 18, 2003. Mr. Casey provided a briefing on the overall content of the working group recommendation. Mr. Arango stated that there is a draft available for the additional new words for the 10 affected FAQs, and wanted to know what the path forward was towards incorporation of the words into the FAQs. The overall consensus was that the words would be added during the existing update/revision process.
 - f. Discussion on DNFSB letters dtd June 12, 2003: Mr. West opened the discussion. One of the letters was EM-specific and the other required a briefing to DNFSB 6 months from the date of the letter (December 2003). Mr. Blackwood requested Mr. Compton to develop a draft presentation for the December meeting. Mr. Casey stated that a key interest of the DNFSB Staff was information regarding development of the staffing analysis.
4. Report of the Status of other Concerns, Issues, or Items from May:
- a. Status on Actions from the May FTCP Face-to-Face meeting.
 - 1) Mr. Schepens asked Mr. Arango to clearly identify the scope encompassed by the recommendation and wanted to know whether the working group had the skill to identify which of the sites will need the software QA person -- The suggested minimum sites were included in the options paper and transmitted to the Agents -- Completed.
 - 2) As a result of the discussion regarding the GTB, Mr. Schepens asked Mr. Mellington to establish a sub-group to develop the scope/needs -- Ms. Mellington has put together a working group and set a conference call for the next week, the first step in the process is to establish the need and then solicit vendor interest. Ms. Mellington will provide an update at the next conference call -- Ongoing.
 - 3) Upon receipt of the scope/needs list, Mr. Schepens would formally request a proposal from Epsilon Systems, Inc. -- Ms. Mellington has a proposal from Epsilon Systems, Inc. and will incorporate into Action No. 2 above -- Ongoing.
 - 4) Mr. West was assigned an action to set up a meeting between Mr. Petty and the DOE-ME organization person responsible for the OLC to further discuss opportunities/hardware relationships -- Mr. West put the DOE-HQ program manager in contact with Mr. Petty, Epsilon Systems, Inc. -- Complete.
 - 5) Mr. Schepens will send to the Agents the staffing analysis that he at the Savannah River Site to evaluate the needs for Facility Representatives like Mr. Morrows for their information -- Mr. Schepens transmitted the report to the Agents on May 20, 2003 -- Complete.

- 6) Mr. West will provide to the Agents an up-to-date status list of the Functional Area Qualification Standards -- clarification was provided regarding the request and Mr. West provided the list to Mr. Schepens on July 1, 2003 -- Completed
- 7) Mr. Mellington will review the FTCP Manual related to the Project Management Career Development Program vs. Project Management Functional Area Qualification Standard and provide recommended changes, if needed -- Mr. Mellington provided the words to Ms. Coleman, who added to the draft Manual -- Completed.
- 8) Ms. Coleman will work with Mr. Arango to ensure that the words requiring identification of duties and responsibilities in FAQs were reincorporated into the FTCP Manual -- Words added to the FTCP Manual and Template -- Completed.
- b. Status on FTCP Agent Designation letters: Mr. West reminded the Agents of the need to formally designate the primary/alternate Agents from the sites. Mr. Blackwood announced that Mr. Richard Stark would be assuming the position of primary Agent for EH and he would be serving as the alternate. Mr. Brown stated that the letter formally designating him should be signed during the first week of July.
- c. Approval of May FTCP Face-to-Face Meeting Report: Report approved without comments.
- 5. Call for any other New Business, Concerns, Issues for Items
 - a. The next conference call will be on July 23, 2003, (301) 903-6202 [reservation number 85635], 10:00 - 11:00 a.m. Eastern time.
 - b. No new business was discussed.
- 6. Summary of Conference Call and Review of Action Items: Closing remarks provided by Mr. Poe, where he reiterated the timely request for staffing analysis input.